


Typing Adventure Admin Guide



Step 1: Click on the [Manage Users](#) button

Step 2: Click on the [Add User](#) button at the top right and create your users. Give your students the account information and they are ready to login and type.



Manage Users

Start here to create users for Typing Adventure. You can add, edit, and delete users anytime.



> Users and Results

Users - 1 to 25 of 361

Buttons: Move, Delete, Add User

Search Users: [input] Search

Filter Groups: [None] Filter Groups

No.	Username	Group	First Name	Lessons Completed		Latest Practice Result				
				No. of Lessons completed	Last Lesson Completed	Net Speed	Accuracy	edit	View	Login
1										
2	atticus	FrodoGroup	Atticus	540	Lesson 36	22	98%	edit	View	Login
3	bkassala	4th Grade		9	Lesson 6	28	99%	edit	View	Login
4	ncaaacettur	8th grade		12	Lesson 12	10	95%	edit	View	Login
5	ncaatalbot	4th Grade		0				edit	View	Login
6	ncaavenell	8th grade		10	Lesson 10	17	87%	edit	View	Login
7	ncaabelcher	4th Grade		6	Lesson 5			edit	View	Login



All **usernames** must be unique. We suggest you use a prefix or suffix so that your names do not conflict with other schools. *Example:* If your school was named North Academy, you may want to use NA at the start or end of each username. Na-jsmith or jsmith_na.



What else can be done in the [Manage Users](#) section?

- Check the boxes of the students you want to delete and click the **delete** button.
- The **Move** button will allow you to move multiple students to a new group at once.
- The **View** button will allow you to see all of the student progress.
- The **Login** button will allow you to login as that student.
- The **Edit** button will allow you to edit accounts and reset passwords.
- There are **filters** to help you find a particular student or group fast.



Manage Groups

Groups are used to organize your users and to be able to customize. You can add, edit, and delete groups anytime.



Groups: Click on the [Add New](#) button at the bottom right and create groups like 5th grade or Ms. Jones Class.

Create Groups and Customize

Groups - 1 to 6 of 6

No.	Name	Description	Practice	Games	Messages	
1	4th Grade	5th Grade	✓	🗣️	✓	edit Charts
2	5th grade		✓	🗣️	✗	edit Charts
3	6th grade		✓	🗣️	✗	edit Charts
4	7th grade		✓	🗣️	✗	edit Charts
5	8th grade		✓	🗣️	✗	edit Charts
6	FrodoGroup	Hello	✓	🗣️	✓	edit Charts

edit delete 1 add new



What else can be done in the [Groups](#) section?

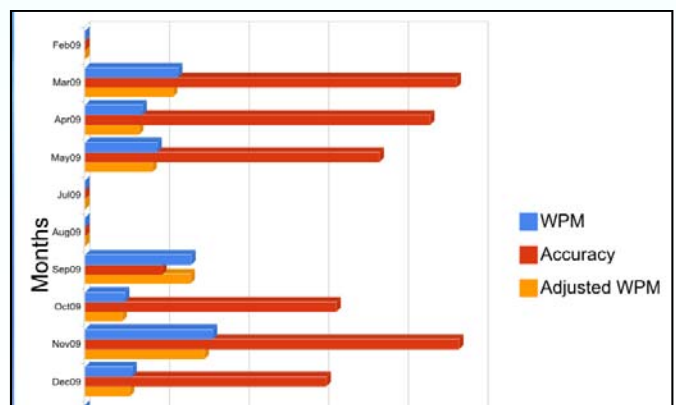
- **Customization** can be done under the list of groups.
- Click on the **Charts** button to view each group's progress
- The **Edit** button will allow you to edit groups and block the videogame hut games.
- You can view at a glance if a group has messages or custom practices.

Results: Click on the [Results](#) button to view the statistics of all of the students for the year. Individual groups may also be viewed under the groups section.



Results

All users progress chart. To see individual progress click on the [Manage Users](#) button.



Import and Export: Click on the [Import + Export button](#) to import a CSV file of users. More information on this can be found under the Import and Export section.



Import + Export
Import and Export student data in CSV format.



Import/Export Users

 **Export** existing users in CSV format

OR

 **Import** users with CSV:

CSV File

Customize: Click on the [Customize Lesson button](#) to allow students to do the lessons in any order and to change the accuracy percentage needed to pass.



Customize
Add your own practices, send messages, and change user settings.



Customize Lessons
Change the Lessons for Typing Success accuracy to pass and lesson order.



TYPING LESSONS

The Map to Typing Success

Start: Typing Basics

 Lesson 1: jf	 Lesson 2: dk	 Lesson 3: ls	 Lesson 4: a;	 Review 1-4
 Lesson 5: gh	 Lesson 6: ur	 Lesson 7: ie	 Lesson 8: ow	 Review 1-7
 Lesson 9: qp	 Lesson 10: fFDd	 Lesson 11: SsAa	 Lesson 12: JjKk	 Review 1-12
 Lesson 13: Tt	 Lesson 14: Yy	 Lesson 15: Mm	 Lesson 16: Nn	 Lesson 17: Bb
 Lesson 18: Vv	 Lesson 19: Cc	 Lesson 20: Xx	 Lesson 21: Zz	 Lesson 22: ..? .
 Review: The Gettysburg Address	 Lesson 23: 1234567890	 Lesson 24: !@#-+*()&()#	 Review: Left Hand	 Review: Right Hand



Customize: Click on the [Customize Practices button](#) to add your own text or RSS feed for students to type. For more information on this look for the help file in the Customize section.

* You need at least one group to use this function



Customize

Add your own practices.
send messages, and
change user settings.



Customize Practices

Add your own lessons,
tests, practices and feeds
to the typing tutor.



Customize: Click on the [Customize Messages button](#) to send group messages and instructions.

* You need at least one group to use this function



Customize

Add your own practices.
send messages, and
change user settings.



Customize Messages

Send messages to student
groups. Set messages to
show for certain dates.